

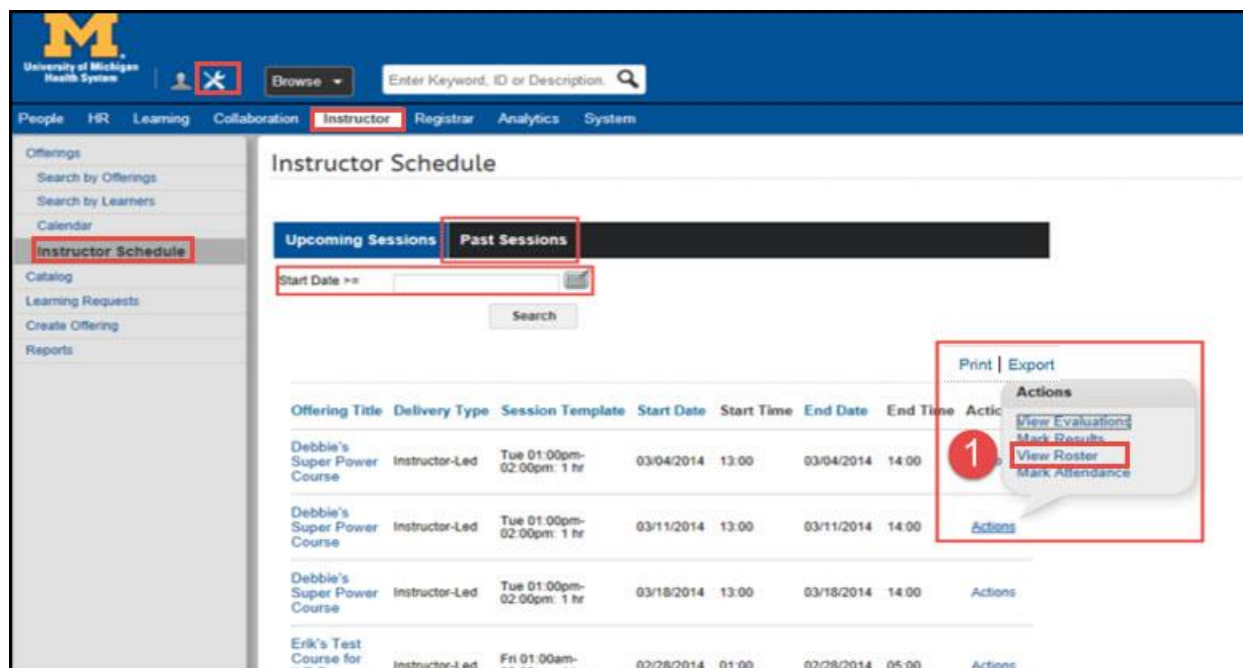
Instructor: Viewing the Offering Roster

Begin by following the Job Aid “Viewing the Instructor Schedule and Accessing the Class Roster”

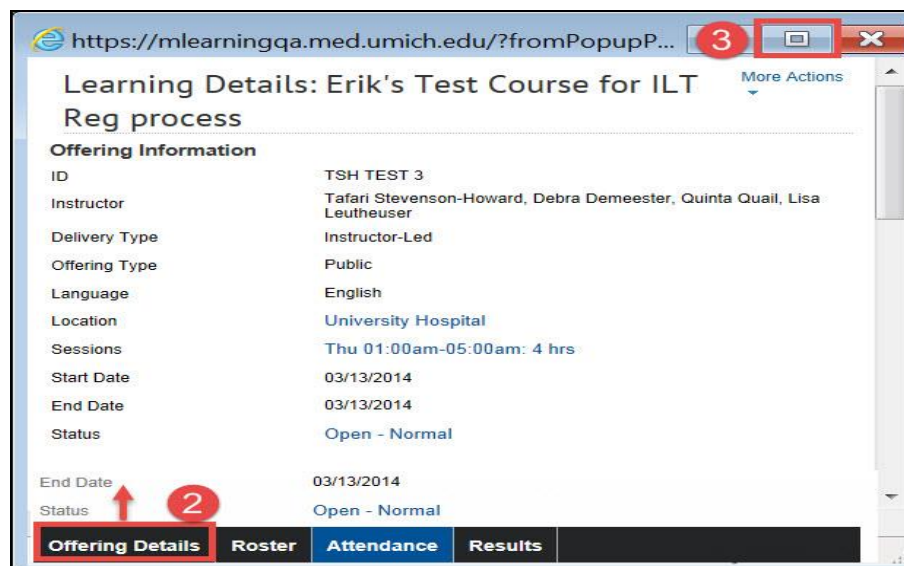
- **Admin** icon
- **Instructor** tab
- **Instructor Schedule**
- Insert search criteria in the **Search Fields** and click **Search**
- Review list of classes with name, dates, time (filter the search as needed)

Viewing the Roster

1. Hover over the Actions hyperlink and click **View Roster**



2. View the offering details resulting in the pop-up to verify the correct class.
3. Click the box in the upper right corner to expand the pop-up and view roster.

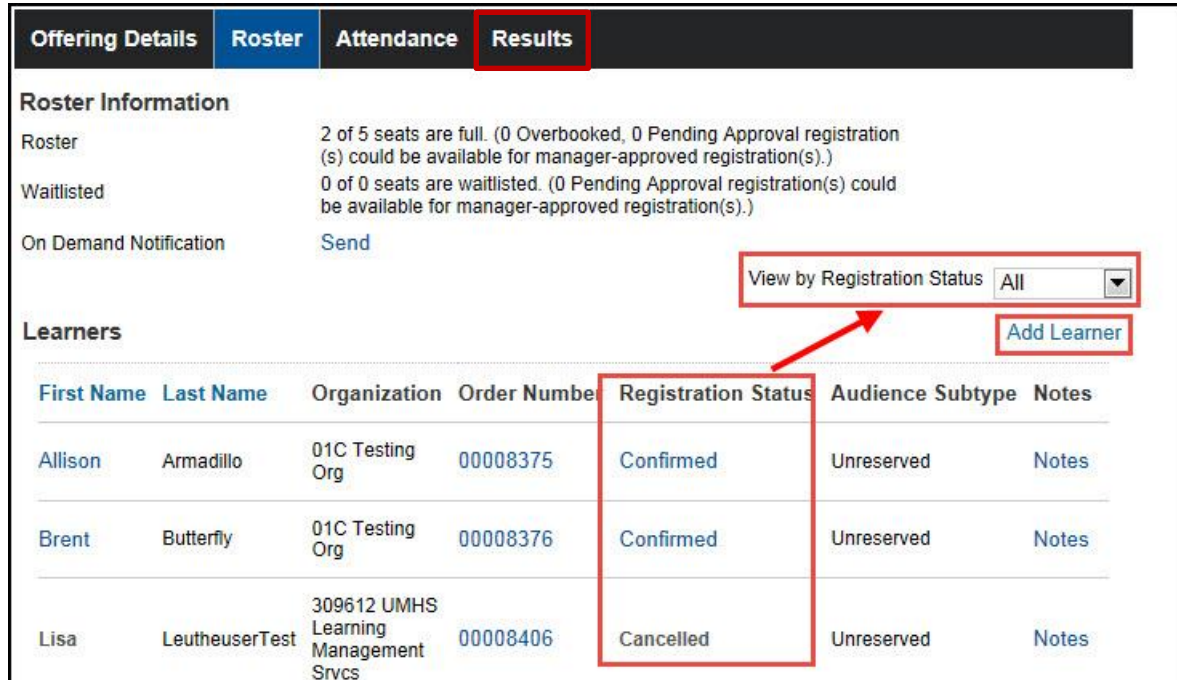


Instructor: Viewing the Offering Roster

4. View Roster list.

Hints!

- Active Registrations are noted as **Confirmed** and appear at the top of the list.
- Filter the list by changing the “View by Registration Status” drop down.



Offering Details | **Roster** | **Attendance** | **Results**

Roster Information

Roster: 2 of 5 seats are full. (0 Overbooked, 0 Pending Approval registration(s) could be available for manager-approved registration(s).)

Waitlisted: 0 of 0 seats are waitlisted. (0 Pending Approval registration(s) could be available for manager-approved registration(s).)

On Demand Notification: [Send](#)

View by Registration Status: **All**

Learners

First Name	Last Name	Organization	Order Number	Registration Status	Audience Subtype	Notes
Allison	Armadillo	01C Testing Org	00008375	Confirmed	Unreserved	Notes
Brent	Butterfly	01C Testing Org	00008376	Confirmed	Unreserved	Notes
Lisa	LeutheuserTest	309612 UMHS Learning Management Svcs	00008406	Cancelled	Unreserved	Notes

Job Aids that start from this page:

- The **Add Learner** hyperlink is used to add walk-in learners to the roster.
 - See “Adding a Learner to an Instructor Roster”
- The **Confirmed** hyperlink is used to change a learner’s status.
 - See “Marking a No-Show Learner”
 - See “Dropping a Learner from an Instructor Roster”
- The **Results** tab is used to mark results Successful/Unsuccessful.
 - See “Marking Results via the Learning Results Page”.